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PAPER NO.II

INDIAN HISTORICAL RECORDS COMMISSION

FORTY-SIXTH SESSION

DEVELOPMENT OF ARCHIVES

1976-77

AURANGABAD

JANUARY, 1978

115/458

PAPER NO.II

DEVELOPMENT OF ARCHIVES

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NATIONAL ARCHIVES OF INDIA

1976-77

Administration

Staff: The staff strength of the National Archives of India, New Delhi, including that of Regional Offices at Bhopal and Jaipur as on 31st March, 1977 was as under:

	Category	Sanctioned Strength	Vacancies	Functional Strength
(i)	Class I Gazetted	21	8	13
(ii)	Class II Gazetted	51	14	37
(iii)	Class II Non Gazetted	53	16	37
(iv)	Class III Establishment	267	64	203
(v)	Class IV Ministerial	174	31	143
		566	133	433

Shri K.D.Gupta officiating Assistant Director of Archives and Kumari A.Roy, Archivist retired from service on 31st December, 1976 and 31st October, 1976 respectively. Shri R.R.Agarwal, Archivist also retired from service on 30th June, 1976 but has since been re-employed as Assistant Archivist Grade I with effect from 3rd December, 1976 on temporary basis for six months.

Kumari E. David was appointed as Assistant Director of Archives on regular basis with effect from 1st March, 1976. On the recommendation

of the Union Public Service Commission. S/Shri R.Meena, Kailash Behari, B.D.Saxena and P.S.Moideen were appointed Archivists (General) on regular basis with effect from 19.4.76, 19.7.76, 2.8.76 and 19.7.76 respectively and Kumari Shanta Iwnati was appointed as Hindi Officer on regular basis with effect from 6.5.77. Shri Kabir Kausar was appointed Archivist (Oriental Records) on regular basis with effect from 16.9.76. Shri D.K.Chaudhury was appointed Microphotographist on regular basis with effect from 8.11.76.

Budget: During 1976-77 a sum of Rs.36,50,696.70 was spent out of a budget provision of Rs.37 lakhs on the non-plan side and on the plan side a sum of Rs.8,61,043.60 out of a budget provision of Rs.22.21 lakhs was spent. For 1977-78 a budget provision of Rs.38.39 lakhs has been admitted on the non-plan side and Rs.35.54 lakhs on the plan side.

Projects: During the year under review five schemes were sanctioned viz., (i) Expansion of National Register, (ii) Expansion of Administration and Library, (iii) Correspondence Course in Archival Science, (iv) Supply of Preservative Materials to States and (v) Expansion of activities of Bhopal office. The total outlay of the National Archives for the Fifth Five Year Plan was revised and reduced to Rs.157.65 lakhs (including Rs.55.71 lakhs for capital expenditure) with an allocation of Rs.43.24 lakhs for 1977-78.

Building: The design and plans for the proposed Annexe to the National Archives of India building, New Delhi has been approved by the Education Minister Dr. P.C.Chunder. The Government has also conveyed its administrative approval for constructing Phase I of the annexe for Rs.2.22 crores. Necessary expenditure sanction to the tune of Rs.50 lakhs during the Fifth Five Year Plan period has also been conveyed by the Government.

The Ministry of Works & Housing have, however, asked the Financial Adviser (Education) to review the entire proposal denovo in the light of the latest economy instructions of the Government of India, as the project is of a large magnitude involving a huge expenditure of Rs.3.41 crores (Phase I & II) and to seek fresh approval of the Secretary (Education) and the Education Minister.

The Director of Archives has taken up the matter with Department of Culture emphasizing that the construction of the Annexe building is an inescapable and unavoidable project which should not be delayed further.

REFERENCE MEDIA

Reference Media: Reference Media of the following series of Public Records as well as Private Papers were prepared.

Public Records

1. Summary Inventory of Consultations

Department/Branch	Inclisive Years	Bulk
Foreign (Secret) Department	1800-1811 (Volumes 1800, 1801, 1802 and 1811 were completed. Work on rest of the volumes in progress)	28,593 (Manuscript pages)

2. Subject List of Files

Public Works Department

a)	General-A	1864-1898	16,770 Files
b)	Accounts General-A	1884-1922	
c)	Accounts Civil Works	1916-1923	
d)	Civil Works Building	1887-1923	
e)	Civil Works Communication	1862-1866	
f)	Irrigation-A	1869-1923	
g)	Civil Works Irrigation	1872-1896	
h)	Establishment-A	1869-1923	
i)	Accounts Establishment	1880-1909	
j)	Railways-A	1879-1893	
k)	Account Railways	1864-1905	
l)	Railway Construction	1879-1901	
m)	Miscellaneous	1864	

Private Papers

1. Subject List

Collection	Items
a) Dr. Rajendra Prasad Collection	9,040
b) Dadabhai Naoroji Collection	4,817

c) Raja Mahendra Pratap Collection	524
d) B.D.Chaturvedi Collection	363
e) P.S.S.Aiyer Collection	168
f) History of Freedom Movement Material	164
g) P.K.Malviya Collection	149

2. Descriptive Docketing: Descriptive docketing and classification of the Inayat Jang Collection:

a) 5,452 documents relating to the period of Muhammad Shah were docketed.

b) The arrangement of the documents of the reign of Aurangzeb has been taken up.

RECORD MANAGEMENT

Archival Policy Resolution: The Third Report of The Director of Archives on the implementation of Archival Policy Resolution during 1975-76, duly approved by the Department of Culture was printed and its copies were distributed among the Ministries/Departments/Offices.

A circular for the compilation of Fourth Report of Director of Archives on the implementation of Archival Policy Resolution was issued to all the Ministries. Large stress is laid on implementation of all the provisions and greater priorty is given to the appointment of trained Record Officers, well organised Record Rooms, compilation/Revision of Retention Schedules etc.

Appraisal of Records: About 1,05,444 files of the following record series were appraised:-

a) President Secretariat (1873-1969)

b) Ministry of Defence, (1873-1958)

c) Erstwhile Tariff Commission, (1945-1974)

d) Ministry of External Affairs,

e) Office of the Comptroller and Auditor General of India,

f) Department of Rehabilitation,

g) Department of Agriculture, (1941-51)

h) Department of Culture, (1963-68)

i) Ministry of Finance, (1947-51)

j) Records lying with National Archives of India i.e. Central India Agency, (1878-1947)

k) National Archivesof India's Series.

Out of the total records appraised 24.85 percent were marked for retention.

While appraising the records of Ministries/ Departments for house keeping jobs, Retention Schedule common to all Departments issued by the Department of Personnel and Administrative Reforms, Appendix 22 of the Central Secretariat Manual of Office Procedure (1972 Edition) and Appendix 13 of General Financial Rules and also Retention Schedule of functional files of the Ministry/Departments concerned prepared by them in consultation with National Archives of India, were used.

Scrutiny of the Retention Schedule:- In accordance with para 6 of the Archival Policy Resolution, Retention Schedules compiled by Tariff Commission, Ministry of Home Affairs, Inland Water Transport Directorate

Director General, Mines Safety, Dhanbad, Office of the Controller of Insurance, Simla, Department of Rehabilitation, Ministry of Finance, Department of Revenue and Banking, Economic Affairs and Insurance, Director General of Health Services were scrutinized and the recommendations in each case were transmitted to the concerned agencies for further necessary action.

Inspection of Departmental Record Rooms: To study the various archival problems Assistant Director of Archives (R.M) inspected the Record Rooms of Lok Sabha Secretariat Department of Education and Department of Culture and Ministry of Home Affairs. Besides he also visited the records of erstwhile Bharatpur State and the records of Commissioner of Income Tax, Patiala.

Another team of Officers inspected the records of the offices of Controller of Insurance and Labour Commission, and the General Mines Safety Dhanbar. Inspection reports containing recommendations were sent to the concerned offices.

Recording, Indexing and Appraisal of files: In pursuance of Para 12 of Archival Policy Resolution a circular was issued to all Ministries/Departments with a view to collect information regarding the quarterly progress made by them on recording, indexing and appraisal of files, 177 Ministries/Departments had sent information during this period which is being tabulated.

Framing of Statutory Rules: For weeding of the Records of the Central Ministries, a draft bill on the Archival Law was forwarded to the Department of Culture. It is still under the consideration of the Government of India.

Printing of Records: A senior level inter Departmental meeting was held on 7th July 1976 in the Department of Culture under the Chairmanship of Smt. A.Dayanand to discuss further the question of Printing of Old Government Records. It was decided in the above meeting that Printing would be the most suitable process for records of permanent value. Each Ministry was accordingly requested to supply detailed information about the backlog of unprinted records of 'A' category as well as the bulk of records of this category created during 1975-76, so that this important matter could be considered in detail and appropriate steps may be taken.

The detailed information as desired by Department of Culture for assessing the position with regards to printing of 'A' & 'B' category files of National Archives of India, has since been collected and the matter is being pursued further in the Department of Culture.

Advisory Work:- Advice on technical aspects of Record Management was offered to the following institutions. (a) Ministry of Education, (b) Lok Sabha Secretariat, (c) Ministry of Defence, (d) Ministry of Finance, (e) Forest Research Institute, Dehradun, (f) Willingdon Hospital, New Delhi, (g) Supreme Court, and (h) Bihar State Archives. Besides representative officers from

Indo-Tibetan Border Police and Rural Health Training Centre Najafgarh also visited the Department and had discussions on the Record Management problems.

Arrangement and Servicing of Records:- During the period under review, 40864 files, foils and maps were checked and 51720 bundles, files volumes and maps were arranged. 48576 files were amalgamated. While 48148 requisitions for records were attended to, 53418 records were restored. In addition 21 search cases were also dealt with.

RESEARCH AND REFERENCE

Number of Research Scholars: During the period under review 662 Indian and Foreign Scholars availed themselves of the Research facilities.

Reference Service: 80 queries received from various Government Departments, Private Institutions and Individuals for information based on records were attended to.

PUBLICATION PROGRAMME

Fort William-India House Correspondence:- Under scheme I of the publication programme of the Department Volume VII (Home Public, 1773-76) edited by Dr. R.P.Patwardhan and volume XVI (Secret, Foreign & Political, 1787-91) edited by Prof. S.H.Askari were received from the press and these were distributed.

The Indian Archives:- The copies of volume XXIII Nos.1-2 (January-December 1974) were received from the press and were distributed and the typescripts of volume XXIV, No.2(July-Dec.75) and XXV No.1(Jan.-June 76) were sent to the press.

Annual Report of the National Archives of India: The Annual Report of National Archives of India for 1975 was published and that for 1976 was made ready for the press.

Proceedings of the Indian Historical Records Commission:- Volume XLIII and XLIV came out of the press and volume XLV is under print. Index to papers read at the Indian Historical Records Commission Sessions Part II (1958-1976) has been published. A compendium of the Resolution of Indian Historical Records Commission covering the years 1948-73 is under print.

National Register of Private Records: During the period under review volume VII (1965-66) was brought out in cyclostyled form. In addition work on volume VIII and volume IX made progress.

Bulletin of Research Theses and Dissertations: The compilation of vol. VIII of the Bulletin of Research Theses was completed.

CONSERVATION

Research and Advice:- Technical advice was rendered to a number of institutions and individuals for preservation and rehabilitation of documents. The Scientific officer Incharge, Research Laboratory visited

many record repositories and libraries to study the problems of insect infestation and suggested control measures in this regard.

A few samples of paper received from indegenous manufacturers were tested for their suitablity, and one of such samples of paper, from M/S Ballarpur paper and straw Board Mills, an improved variety of sunlit twist wrap paper has been found suitable for use, as a standard paper for permanent record.

Repair and Rehabilitation of Records:- In all 92,598 sheets and 138 maps were repaired, while 14993 sheets, 2743 slips and 863 maps were freed from old patches of paste etc. 9745 sheets were flattened. Also 90173 sheets were deacidified and 838 maps were mounted. 83744 sheets were guarded and 1005 volumes, 1216 books 847 original consultations and 1714 miscellaneous items were bound.

Air-Cleaning and Fumigation: 4155 Books, 628 files, 198 bundles and 105 volumes were fumigated. While 6453 Books and 200 files were aircleaned.

REPROGRAPHY

During the period under review reprographic services were rendered to various scholars and institutions. The following figures give the output of major items of work attended to:-

a) Microfilming	4,60,000 pages
b) Positive Printing	7,168 metres
c) Enlargements	1,970 copies
d) Xerox copies	106,14 copies
e) Microfilm Library Service	1851 rolls

TRAINING IN ARCHIVES-KEEPING

One of the most important events of the year under review has been the establishment of a full-fledged Institute of Archival Training under the auspices of the Department, located at 35 Ferozshah Road, New Delhi. The same was formally inaugurated by Prof. R.S.Sharma, Chairman, Indian Council of Historical Research on 11th December 1976.

Diploma Course in Archives Keeping:- 14 trainees successfully completed training in the diploma course in Archives Keeping during 1975-76 and a new batch of 18 trainees for the year 1976-77 was admitted.

Short Term Training: A batch of 11 trainees deputed by the various Central/State Government Department underwent a Short Term training course in the record management.

Special Training Course: 10 Nomineesof the Government of Afghanistan under the Indo-Afghan Cultural Exchange Programme were trained in Archives administration during March-July 1976. In addition, two special courses in repair of record and reprography were arranged for the 7 trainees of the National Research Laboratory for

conservation of Cultural Property and 2 trainees nominated by the Government of Malaysia and the Vrindaban Research Institute respectively.

A special training programme was arranged for the study of records and microfilms for Shri U.Thein Hlaing, Assistant Lecturer, University of Rangoon who had come under the Indian Technical and Economic Cooperation programme of the Ministry of External Affairs.

CULTURAL EXCHANGE PROGRAMME

Cultural Exchange Programme with the following countries was finalized: (1) Hungary, (2) France (3) Federal Republic of Germany (4) German Democratic Republic and (5) U.S.S.R. Two archivists of this Department were deputed to Paris (France) from October 1976 to March 1977 in order to participate in the International Technical Training in Archives, under the Indo-French Cultural Exchange Programme. Dr. Heinz Boberach, Executive Director of Federal Republic of Germany visited India under the Indo-Federal Republic of Germany, Cultural Exchange Programme, and was familiarized with the archival system in the country.

Distinguished Visitors: Amongst the distinguished visitors who visited the Department during the period under review mention may be made of the following:

a) Mrs. Boyce from Canada accompanied by Deputy Educational Adviser Mrs. H.J.Moss. (b) Mr. Klaus Nynoim, Attache, of Denmark. (c) Dr. Ivan Borsa, Hungary. (d) Miss Margaret F.Mackellour & Miss Kapasi from the united States Information service, New Delhi. (e) Shri R.V.Chander Mouti of Gujarat. (f) Mrs. A.K.Commander from the India Office Library & Records London. (g) Dr. Ashraf Ali from British Council Dacca. (h) Members of the Estimate Committee of the Rajasthan Legislative Assembly, Jaipur and (i) Shri Satyajit Ray and Shri Jindal in connection with their film 'Shatranj Ke Khilari.'

COMMITTEES AND CONFERENCES

The most notable development of the year under report, concerned the International activities of National Archives of India. To promote the archival development in the region through cooperative efforts, South West Asia Regional Branch of International Council on Archives (SWARBICA) was inaugurated on 11 December 76 by Prof. Nurul Hussain the then Union Minister of Education and Social Welfare. In this connection a three-days conference under the auspices of the Government of India was held at New Delhi. The Regional branch has been joined by five countries, viz. India, Bangladesh, Nepal, Sri Lanka and Iran.

Dr. S.N.Prasad, Director ofArchives, visited Washington (USA) to attend the VIIIth Congress of the International Council on Archives and other allied meetings, where in he also read a paper on "The Liberalization of Access and Use of Archives". Dr. Prasad was also unanimously elected as one of the two Vice-Presidents of the International Council on Archives. This is the first time that any archivist from the Third World has been elected as an officebearer of the Council. On the request of the Government of Maharashtra, he also visited Bombay to advise them regarding construction of a new Archives building and also to guide the local Director of Archives in formulating and implementing the scheme for preparing transcribed copies of pre-1750 records in their possession. During his visit, he also inspected the records of the Central Film Censor Board and gave advise on the record keeping problems. He also visited Vrindaban (U.P.) with Shri I.B.Roy, Archivist to survey the records of the Vrindaban Research Institute and rendered advice on the proper maintenance and preservation of records.

On the invitation of the Government of Saudi Arabia, Shri S.A.I.Tirmizi, Deputy Director of Archives was deputed for one month (3 July - 4 August 76) to assist the Government of Saudi Arabia in planning their archival infra-structure. He also visited the various record repositories at Riyadh, Mecca, Madina & Jeddah. Under another programme he also visited London (20.10.76-20.11.76) for selecting records for the purpose

of acquiring their microfilm copies to fill up the gaps in the series of records in the National Archives of India and on the guide lines drawn up by him. The work was further taken up and completed by Shri N.R.Sen Gupta, Archivist.

Shri R.C.Gupta, Deputy Director of Archives visited Kabul for ten days (24 Aug-3 Sept. 76) to advise the Afghanistan Government in setting up their Reprography Unit.

To make an on the spot study and submit a report on the establishment of Archives office at Port Blair Dr. Kulkarnee was deputed by the Department to visit Andaman. There he was also interviewed by All India Radio Port Blair on the subject of Archives with special references to Andaman.

Shri S.N.Sharma and Shri K.L.Ahluwalia, Assistant Directors attended the meeting of the Rajasthan Regional Records Survey Committee held at Jaipur and the Punjab History Conference held at Punjabi University Patiala respectively.

Shri J.C.Srivastava, Librarian of this Department attended the Indian Library Association Conference held at Kashmir.

INDIAN HISTORICAL RECORDS COMMISSION

The Forty Fifth Session of the Indian Historical Records Commission was held on 1st and 2nd February 1977 at Mysore. Prof. S.Nurul Hasan, the than Union Minister of Education, Social Welfare and Culture presided over

the Session. The Session was inaugurated by Shri D.V.Urs, Vice Chancellor, University of Mysore. Eminent historians and archivists from all over the country attended the session.

An exhibition of historical documents organized on the occasion was inaugurated by Shri Samuel Appaji, Divisional Commissioner, Mysore. The main theme of the exhibition was "Karnataka during post-1600 period relating to Social, economical, political and cultural aspects". In all seven institutions (including National Archives of India) participated in the exhibition. It received wide publicity through newspapers and attracted a large number of visitors.

Four resolutions and five recommendations on different important aspects were passed at the Session.

Nine papers based on the newly discovered original records pertaining to the post-1600 period of Indian History were presented at the Academic Session of the Commission.

On this occasion a symposium on "Records of Business Houses" was also organised wherein eminent scholars read their respective papers.

NATIONAL COMMITTEE OF ARCHIVISTS

The 29th Meeting of the National Committee of Archivists was held at Mysore on 3rd February 1977 under the Chairmanship of the Director of Archives, National Archives of India. Various heads of the State Archives discussed their mutual archival problems. Six Resolutions and two recommendations on different subjects were passed.

TOWARDS FREEDOM PROJECT

Under the project "Towards Freedom" the preliminary selection of records, for the years 1937-47 of the Viceroy's Executive Council (Cabinet Secretariat), President's Secretariat, and the Ministry of External Affairs was completed. For collection of material for the project, following series of private papers and public recordswere examined: (a) Banarsidas Chaturvedi Papers (b) Sir Jehangir Coyaji Papers (c) Jayakar papers (d) Bhulabhai Desai Papers (e) Purushottan Das Tandon Papers (f) V.J.Patel and Netaji Bose's Papers (g) Dr. Sampurnanand Collection (h) G.B.Pant Collection (i) Gandhiji Collection (j) Political (Secret) Records, (k) Home (Political) Records (l) Ministry of Defence and (m) Microfilm rolls of the Crown Representative Papers, Zetland Papers, Haig Papers, Erskine Papers and Linlithgow Papers.

The Records housed in the State Archives of Andhra Pradesh, Tamil Nadu, Assam and Meghalaya, Bihar, Manipur, West Bengal and the Union territories of Delhi and Andaman were also examined.

About 16,906 pages have been typed during the period undr review, out of which 2,576 have been sent to Indian Council of Historical Research.

MANUAL OF INDIAN ARCHIVES

The first draft of the Manual was completed during period under report. Approval and clearance of the same by the Advisory Committee is awaited.

GUIDE TO THE RECORDS

During the period under report, Part II of the "Guide to the Records in the National Archives of India": Home Department/Ministry of Home Affairs (1748-1957) was compiled. In addition abstract lists of the following records were prepared:- (a) Foreign Department (1755-1882) (b) Education, Health and Lands Department (1871-1945) (c) Public Works Department (1860-1923) (d) Department / Ministry of Education (1945-51) (e) Department/Ministry of Health (1945-47) (f) Department/Ministry of Agriculture (1945-57) and (g) Imperial/Indian Council of Agricultural Research (1929-1951).

LIBRARY

During the period under review 6156 books, including the rare Waqiat-i-Darul-Hukumat-i-Delhi (Part 3) were acquired and 6156 titles were amalgamated.

EXHIBITION

An exhibition of original documents, contemporary news-papers and photographs was organized on the occassion of the inauguration of the Regional Branch

of the International Council on Archives concerning South and West Asian countries. 106 documents including contemporary photographs were exhibited depicting bilateral relations among the countries of the region.

हिन्दी अनुभाग

हिन्दी अनुभाग ने राजभाषा अधिनियम के अनुसार सरकारी कामकाज में हिन्दी के अधिकाधिक प्रयोग के सम्बन्ध में निम्नलिखित कार्य किये -

1- हिन्दी प्रशिक्षण योजना के अंतर्गत कर्मचारियों को प्रशिक्षण प्राप्त करने के लिये भेजा गया।

2- हिन्दी प्रशिक्षण योजना से सम्बन्धित अर्ध-वार्षिक रिपोर्ट सम्बद्ध मंत्रालय को समय पर भेजी गई। इस वर्ष विशेष रूप से संसदीय राजभाषा समिति द्वारा जारी की गई प्रश्नावली (भोपाल और दिल्ली कार्यालयों की सूचना भरकर) सम्बद्ध मंत्रालय को भेजी गई।

3- राष्ट्रीय अभिलेखागार की प्रत्येक शाखा से हिन्दी में अधिकाधिक प्रयोग की तिमाही रिपोर्ट प्राप्त करके सम्बद्ध मंत्रालय को भेजी गई।

4- इसके अतिरिक्त निदेशक महोदय की अध्यक्षता में एक राजभाषा कार्यान्वयन समिति प्रत्येक तिमाही की बैठक में गृह मंत्रालय के अनुदेशों और हिन्दी शिक्षण योजना के अधीन कर्मचारियों के हिन्दी प्रशिक्षण, हिन्दी टंकण और हिन्दी आशुलिपि पर हुई प्रगति की समीक्षा करती है।

1975 की वार्षिक रिपोर्ट द्विभाषी (हिन्दी तथा अंग्रेजी) रूप में प्रकाशित की गई तथा सरकारी पत्र व्यवहार का आवश्यकतानुसार हिन्दी में अनुवाद किया गया।

NATIONAL ARCHIVES OF INDIA, BHOPAL

Budget: During 1976-77 a sum of Rs.2,26,297.63 was spent out of a budget provision of Rs.2,37,000.00 on the Non-Plan side and a sum of Rs.14,186.35 against the budget provision of Rs.14,000.00 on the Plan side. For 1977-78 a budget provision of Rs.2,60,000.00 has been admitted on the Non Plan side and Rs.1,21,000.00 on the Plan side.

Building: The Regional office, National Archives of India, Bhopal has its own building. The construction of two more floors (2nd and 3rd) of the office building has since been completed.

Appraisal of Records: 2,933 files pertaining to the Government of India; Home Department (1860-1933), and 2,294 files belonging to the Government of India; Department of Commerce and Industry (1860-1936) were examined and listed.

Research and Reference: Two scholars availed themselves of the research facilities and 3 queries received from private agencies were attended to. 374 Records were requisitioned by the Research Scholars during the period under review.

Reference Media: Reference Media of the following series of records were prepared.

Name of the Department	No. of files	Inclusive Years
Government of India, Home Department	2,933	1860-1933
Government of India, Department of Commerce and Industry	2,294	1860-1936

Conservation: During the period under review 19,327 sheets were flattened, 18,896 sheets were repaired, 17,823 sheets were guarded and 171 books, maps and volumes were bound.

Photo-Duplication: The Archives has no microfilming unit of its own.

Library: Six books were acquired during the period under review.

RECORD CENTRE (NATIONAL ARCHIVES OF INDIA), JAIPUR

Administration: A new Record Centre was established at Jaipur and it started functioning w.e.f. 3.1.1977 It will serve as an intermediate record repository for housing the records of the Central Government offices/ Departments in that region.

The Centre is headed by an Assistant Director with the following supporting staff:

Archivist	1
Assistant Archivist (Gr.I)	1
Assistant	1
Lower Divisional Clerk	1

One helper was appointed in February, 1977.

The sanctioned strength of the staff however is 23.

Budget: Budget Provision of Rs.1.69 lakhs was made on the plan side for the year 1976-77. For 1977-78 a budget provision of Rs.3 lakhs is made on the plan side.

Building: The Archives has no building of its own.

Record Management: Appraisal of about 4,000 files received from Tarriff Commission Office, was taken up.

Research and Reference: No work was done in this regard.

Reference Media: No work was done in this regard.

Publication Programme: No programme for publication was taken up.

Preservation of Records:

Photo-Duplication:

Efforts are being made to set up both the Preservation Unit and Reprography Unit.

SIGNIFICANT DEVELOPMENT SINCE THE CLOSE OF THE FINANCIAL YEAR.

Exhibition: On the occasion of the First Summer Institute for Persian Teachers organized by the Jawaharlal Nehru University in collaboration with the Iran Cultural Foundation, Tehran, the National Archives of India put up an exhibition of Persian documents and manuscripts. The exhibition was inaugurated on the afternoon of 30th May, 1977 and was visited by a number of Persian teachers and some Iranian delegates. Documents and manuscripts covering the period 1289-1885 were displayed. The exhibition continued till Ist of June, 1977.

Committee and Conference: The Hon'ble Education Minister Dr. P.C.Chunder visited this Department on 10th May, 1977.

Shri S.A.I.Tirmizi, Deputy Director of Archives has been appointed a Member of the Sigillography Committee and Shri M.Ahluwalia, Assistant Director of Archives, a Member of the Business Archives Centre of the International Council on Archives.

The members of SWARBICA unanimously decided to locate the Secretariat of the Branch in the National Archives of India at New Delhi, and two Assistant Directors of the National Archives of India, namely Dr. N.H.Kulkarnee and Shri Ranbir Kishore, were unanimous elected to the key positions of the Secretary General and the Treasurer respectively.

ANDHRA PRADESH

Administration:- Sri S.Venkatramaiah, I.A.S., continued as the Director, State Archives, Andhra Pradesh Hyderabad. He was assisted by four Assistant Directors.

A proposal was submitted to the Government for the sanction of a separate post of Departmental Record officer, the status of which may be that of a Deputy Director, to serve as a statewide touring officer for ensuring the proper management of records in Government Departments by regular inspection and advice. The said proposal is under consideration of the Government.

Sanction for the establishment of another regional branch office at Visakhapathan was accorded by the Government, and accordingly it was established in the Andhra University campus, Waltair.

Budget:- During the period under report provision was made for a sum of Rs.12,03,300 on the non plan side. In the plan budget a sum of Rs.1,81,600 was spent out of a budget provision of Rs.2,00,000. For 1977-78 a budget provision of Rs.14,43,600 was made on the non-plan side and a sum of Rs.2,00,000 on the plan side.

Building:- The Andhra Pradesh State Archives has a building of its own. During the period under report a new Regional branch office of State Archives was established in the Andhra University Campus, Waltair.

Record Management:- Nearly 48,498 files of Health, Housing and Municipal Administration Departments were examined and out of these 54 percent files were marked for retention. No retention schedule was followed, the same is however under prepation.

Research and Reference:- 70 scholars availed themselves of the research facilities in the State Archives, while 184 queries from private agencies/ individuals were attended to. 4561 records by Government agencies and 4204 records by research scholars were requisitioned.

Reference Media:- The frist volume of the 'Mughal Archives' a descriptive catalogue of documents pertaining to the reign of Shah Jahan (1628-1658 A.D.) having a foreword by Dr. Syed Nurul Hasan has been printed and is being released shortly. Work on the listing of Salarjung collection and Guide to the Visakhapatnam District made good progress. During the period under review Cataloguing of Aurangzeb's documents was taken up.

Publication Programme:- For promoting scientific and original research in History the Andhra Pradesh State Archives has been publishing a bi-annual journal 'Itihas'. The following issues of the same have been brought out during the period under report.

(a) Itihas volume 4 No. 1 (Jan-June 1976)

(b) Itihas volume 4 No. 2 (July-December 1976)

A brochure entitled 'State Archives, Andhra Pradesh. Two decades of Development 1956-76' has been recently published giving information about the origin and functions of State Archives.

The Department has also undertaken the programme of publishing the Mackenzie Kaifiyats and Inscriptions of Guntur and Kurnool Districts. The Cataloguing of Microfilm Rolls in possession of the State Archives dealing with the medieval history of Andhra Pradesh made steady progress.

Preservation of Records: 643 sheets were flattened, 35,035 sheets repaired, 35,605 sheets guarded and 430 books were bound.

Photo-Duplication: The State Archives has its own Microfilming Unit. During the period under review 930 microfilm negatives, 3057 microfilm positives, 14 enlargements, 47 photocopies and 1501 Xerox copies were made.

Library: About 80 books were acquired during the period under review.

Training: Two Archivists of this office were deputed for training in Archives Keeping at the National Archives of India, New Delhi.

ASSAM

Administration:- There was no change in the Administrative set up of the Assam Secretariat Record Office.

A proposal however has been submitted to the Governmentfor construction of a building for the State Archives at Dispur, Gauhati.

Budget:- The Record Branch being part and parcel of Secretariat Administration Department there is a practice to make consolidated budget provision for the Department as a whole. Figures for Record Branch exclusively are therefore not available.

Building:- The staff as well as Records are accomoted in Government buildings.

Record Management:- Records of the Government Departments pertaining to Appointment, Home , Revenue and T.A.D. were appraised, out of which 12 percent of records were marked for retention. No retention schedule was followed while examining the records.

Research and Reference: In all 25 scholars availed themselves of the research facilities. While 186 records by government agencies and 2501 records by research scholars were requisitioned.

Reference Media:- Preliminary work on Reference Media was taken up.

Publication Programme:- The programme for publication is proposed to be taken up as soon as the State Archives is set up.

Preservation of Records:- 120 records were flattened. 370 sheets were repaired and 180 volumes were bound.

Photo Duplication:- The State Archives does not possess a "Microfilming Unit" of its own.

Library:- 148 books were acquired during the period under review.

BIHAR

Administration: The Bihar State Archives continued to be under the administrative control of the Cabinet Secretariat and Co-ordination Department and functioned as an attached office.

For the first time, the development of Archives has been included as a plan item in the Fifth Five Year Plan, 1974-79. Introduction of modern records management, their appraisal, scientific preservation, microfilming and photoduplication facilities, repair and rehabilitation are the chief objects of the development scheme.

A proposal for creation of 4 gazetted and 10 non-gazetted posts for effective functioning and Co-ordination of all aspects of archival work was submitted to the Government of which seven non-gazetted posts have been sanctioned so far and appointments have been made on the sanctioned posts.

The State Government has also taken over Darbhanga Raj Archives, which will be known as Maharajadhiraj Rameshwer Singh Archives and work as a regional repository of the State Archives.

Budget: During the period under review a sum of Rs.2,30,983.00 was spent on the non-plan side out of the budget provision of Rs.2,66,000.00 On the plan side, a sum of Rs.99,975-00 was spent out of the budget provision of Rs.1,000,00-00. For 1977-78 a Budget provision of Rs.2,94,000.00 is made on the non-plan side and on the plan side a provision of Rs.1,50,000-00 is made.

Out of this allocation Rs.1,000,00.00 has been earmarked for continuing plan schemes and of development of Darbhanga Archives which would be hence treated as non-plan expenditure. And Rs.50,000.00 is earmarked for tribal sub-plan for opening of an Archives Centre in Chota-nagpur (Ranchi).

Building: The State Archives has no separate building of its own.

Record Management: During the period under review records of Political (Special) Department (now called Home Department) were appraised. Approximately four percent of records were marked for retention. At present the guide lines laid down in the Bihar Records Manual are kept in sight while appraising the records.

Research and Reference: 32 Scholars availed themselves of themselves of the research facilities. A team of officers from the National Archives, New Delhi, working on the project 'Towards Freedom' came here in November, 1976 and prepared an exhaustive list of documents relevant to their subject. 35 queries on records received from private agencies/individuals were attended to and 317 records were requisitioned by Government Agencies and 1932 by Research Scholars.

Reference Media: The preparation of a press list of files of the Home/Department (previously called political special) is in progress.

Publication Programme: The State Archives has taken up the project for printing of "Who's Who of freedom fighters volume I".

Preservation of Records: During the period under review 1146 records were flattened, 899 records were repaired, 3356 pages were guarded and pasted while 676 volumes and files were bound.

Photo-Duplication: The Department has its own Microfilming Unit and during the period under review 1,124 pages were Xeroxed.

Library: 570 books were acquired.

Other Activities: The Director along with an Archivist visited the Sitaram Ashram, Bihta (Patna) which houses all the original records of Swami Sahajanand Saraswati, the great Kisan leader.

Archival records were displayed in exhibitions of the Indian History Congress held at Calicut in December, 1976 and of the Indian Historical Records Commission Session held at Mysore, in February, 1977.

DELHI

Administration: There was no change in the administrative set up during 1976-77.

Budget: For 1976-77 a sum of Rs.0.42 lakh was spent out of the budget provision of Rs.0.48 lakh on the non-plan side and a sum of Rs.1.12 lakhs was spent out of the budget provision of Rs.6.25 lakhs on the plan side. For 1977-78 a sum of Rs.0.49 lakh has been made on non-plan side and a sum of Rs. 7 lakhs on the plan side.

Building: The Department has been set up in the premises of the Secretariat building at 5, Sham Nath Marg, Delhi. There is however a proposal to construct a building for which designs/plans and estimates have since been finalized, and it is hoped that the construction work may begin during the current financial year.

Record Management: Due to some pressing difficulties the work in regard to appraisal of records and preparation of retention schedule could not be taken up.

Research and Reference: During the period under review 9 scholars availed themselves of the research facilities. 250 records by Government agencies and 600 records by research scholars were requisitioned.

Reference Media: Various types of reference medae are under preparations.

Publication Programme: The programme of publication will be taken up in due course of time.

Preservation of Records: During the period under review 600 records were flattened, 2655 records were repaired, 3000 records guarded and 150 volumes were bound.

Photo-Duplication: The State Archives possesses a photostat machine and a Microfilm Reader ... 15,000 photo copies were made during the period under report.

Library: About 250 books were acquired. There is a provision for a separate Library in the new building.

Other Activities: To arouse consciousness in the general public an exhibition was organised by the Department during 1976-77 which received wide publicity and appreciation from press and public. A rapport with public was maintained through Press and a number of Press Conferences were addressed by the Chief Executive Councillor.

GOA

Administration: There was no change in the administrative set up during 1976-77.

Budget: For 1976-77 a sum of Rs.3,83,096.00 (2,75,887.00 Archives, 1,07,209 Archaeology and Museum) was spent on the non plan side, out of the budget provision of Rs.4,29,000 (Rs.2,95,000 Archives, Rs.1,34,000 Archaeology and Museum) and a sum of Rs.1,99,583 was spent against the budget provision of Rs.2,00,000 on the plan side. For the year 1977-78 a budget provision of Rs.3,88,000 (2,76,000 Archives, Rs.1,12,000 Archives and Archaeology) was made on the non plan side and a sum of Rs.2,49,000 (common to Archives and Archaeology) on the plan side.

Building: The Directorate has at present its own building and as already reported plans for the construction of a new building have been taken up. In the budget estimates for 1977-78 a provision of Rs.88,000 is made towards this scheme.

Record Management: During the year different series of the records were examined. The records of the Orphanological Invetory Series were arranged. The records of Julgado de Dio were verified and 1,585 files were checked and indexed. The work of preparation of Inventory of Processos Civis and verification of records received from Daman were undertaken. Most of the records were marked for retention. Retention Schedule is being followed while reviewing the records.

Research and Reference: 30 scholars including seven foreigners availed themselves of research facilities in this Directorate. About 37 requisitions by Government offices and 400 requisition of records by research scholars were attended to during the period under review. 412 queries on records received by private parties/Individuals were attended to.

Reference Media: No work was done in this regard during the period under review.

Publication Programme: Along with the proposal for publishing the "Assentos do Conselho de Fazenda" Volume I (1613-1621), a new project of selection of documents on "Sawantvadi Saunsthanachya Itihasachi Sadhane" is also undertaken.

Preservation of Records: Approximately 47,306 documents were flattened, 13,000 foils of manuscript volumes and loose documents were reinforced by full tissue papers. 10 loose documents were repaired and 22 albums were prepared.

Photo-Duplication: The Department has its own Microfilming Unit. Nearly 6,734 frames of the microfilms, 890 photo-prints and 90 photostat prints were taken during the period under review.

Library: The Library acquired 318 books, 152 periodicals and 30 Government reports during the period. There is however a plan to expand the library gradually. Provision of Rs.7,000/- is also made in the Budget Estimates for 1977-78 for the same.

GUJARAT

Administration: During 1976-77 the post of the Director of Archives remained vacant. The charge of the post was held by the Chief Editor Gujarat District Gazetteers from 4th March to 7th July, 1976. Thereafter the charge of the Director of Archives was held by the Director of Archaeology in addition to his own duties with effect from 8th July, 1976 onwards.

A proposal of putting the district Record offices in the Saurashtra Region under the administrative control of the Department of Archives, has been submitted to Government for consideration.

Budget: For 1976-77 a sum of Rs.3,48,104/- was spent (State Archives and other Contral Record offices) out of the budget provision of Rs.3,60,000/- on the non-plan side and a sum of Rs.92,177/- was spent (State Archives only) out of the budget provision of Rs.1,00,000/- on the plan side. For 1977-78 a budget provision of Rs.1,19,000/- (State and Contral ecord offices) is made on the non-plan side.

Building: At present the office is accommodated in a rented building at Ahmedabad. The proposal for construction of a scientifically designed archival building has been submitted to the Government for administrative approval. On receipt of the same further action will be taken.

Record Management: Under the Record Management programme about 3,524 records belonging to the Princely States of Rajpipla, Sarod and Kauli Mandva, Idar and Rupal, Daria, Vadodara and Chhota Udepur were scrutinized. In addition 29,576 ferists and 27,893 files of District record offices of Rajkot and Jamnagar were also appraised. Rentention Schedule is followed while appraising the records.

Research and Reference: 13 scholars availed themselves of the research facilities and 138 queries received from various private agencies and individuals were attended to. 3,384 records were requisitioned by the research scholars.

Reference Media: The Department of Archives has been set up recently and thus the records are yet to be centralised. However the central Record office, Vadodara and Rajkot have got ferist registers which are being utilised as medao.

Publication Programme: No publication programme was undertaken during the period under review.

Preservation of Records: Nearly 13,632 pages and 2,068 files were repaired. 3,270 pages were guarded and 786 books were bound during the period under review.

Photo-Duplication: One Microfilm Reader has been purchased during 1976-77.

Library: About 5,155 books were acquired by the State as well as the Central Record Offices.

Other Activities: The Chairman (Secretary Education Department) held the High Level Team's Meeting at Ahmedabad on 18th November, 1976 in which various problems regarding the development of Archives Department and Central Record offices were discussed.

The Director attended the meeting of SWARBICA held at New Delhi and the Superintendent of Archives was deputed to attend the 45th Session of Indian Historical Records Commission.

A radio talk on the "Preservation of Archival Documents" was delivered by the Superintendent of Archives on 16th October, 1976 to create archives consciousness among the people.

HARYANA

Administration: The Director of Public Instruction has always been the Director of Archaeology, Archives and Museum. Under him is one Additional Director and one Deputy Director. The Deputy Director of Archives has been entrusted the work of setting up the 'Haryana State Archives'. A 'scheme for setting up Haryana State Archives' has since been submitted to the Government and has also been approved by the Common Board of the Government of Haryana.

Budget: During the year 1976-77 a sum of Rs.83,720/- was spent out of a budget provision of Rs.1,03,000/- on non plan side. Out of a budget provision of Rs.2,75,000/- on plan side only a sum of Rs.1,16,910/- was sanctioned out of which a sum of Rs.77,260/- was spent.

Building: The Haryana State Archives is presently housed in a rented building.

Record Management: This Department assisted the Secretariat Record Room in its process of weeding the records. The Department has also undertaken on-the-spot study of files in the office of Director of Public Instruction, Haryana.

Research and Reference: Many research scholars made use of the Archival assests in the Department during the period under review.

Reference Media: No work was done in this regard during 1976-77.

Publication Programme: No publication programme was under taken.

Preservation of Records: Most of the records and books received from the Punjab State Archives are in loose sheets. These are being cleaned and fumigated by Thymol. Records and books are cleaned by vacuum cleaner.

Photo-Duplication: State Archives has no Microfilming Unit of its own.

Library: 4,060 books were acquired during the period under review.

Other Activities: This Department successfully organised an exhibition of old records in November, 1976 at Hissar. It is proposed to organise exhibitions in all degree Colleges in the State, and district headquarters.

JAMMU AND KASHMIR

Administration: The record office was established in 1928, Sardar K.M.Panikar was appointed as the first Director of Records and he tried to organise the Record Office on proper lines. In order to fall in line with the Government of India the nomenclature of the Department was changed in 1961 from Records to Archives.

The State Archives Department maintains the Directorate of Archives, National Register of Records Wing and Archives Repositories at Srinagar, Jammu and Leh. The Department is under the administrative control of the Chief Secretariat General Department and is headed by the Director of Archives assisted by an Assistant Director and the Superintendents of the repositories.

Budget: For 1976-77 a sum of Rs.2,24,000/- + 34,000/- was spent out of the Budget Provisions of Rs.2,38,200/- + 34,000/- on the non-plan side and a sum of Rs.25,000/- was spent against the budget provision of the same amount on the plan side. For 1977-78 budget provision of Rs.2,40,000 + 44,600/- is made on the non plan side and Rs.65,000/- on the plan side.

Rs.60,000/- have been earmarked for 1977-78 for the development of Archives.

Building: Directorate office and State Archives Repositories at Srinagar and Jammu are housed in the Government buildings. State Archives Repository Leh is housed in Tehsil building Leh. Some additional space has been provided to the State Archives Srinagar in 1976.

Record Management: The records of the following Departments were examined during the year 1976-77: (a) Settlement records; (b) Chief Ministers Secretariat (Private Office); (c) Home Department; (d) Revenue Department; (e) General Department; (f) Law Department; (g) Ladakh Affairs; (h) Social Welfare Department; (i) Divisional Commissioners Office. A Fresh retention schedule is yet under consideration of the State Government.

Research and Reference: 60 Research Scholars availed themselves of the research facilities and 300 queries from private agencies/individuals were attended to. 550 requisitions from various Government offices were also attended to.

Publication Programme: The proposal regarding publication programme is yet under consideration of the Government.

Preservation of Records: Nearly 12,000 pages and 450 files were repaired and 550 books and gazettes were bound.

KARNATAKA

Administration: The Karnataka State Archives is working on an ad-hoc basis in the absence of trained and permanent staff. Recently the cadre and recruitment rules have been issued and the Karnataka Public Service Commission is interviewing candidates for the posts. The development of Archives in this State is included under the Plan scheme.

Budget: During 1976-77 a sum of Rs.2,47,000 was spent out of the budget provision of Rs.2,79,000 on the non-plan side and on the plan side a sum of Rs.1,49,000 was spent out of the budget provision of Rs. 5,00,000. For 1977-78 a provision of Rs.4,19,000 was made on the non plan side and a sum of Rs.5,00,000 on the plan side.

Building: The State Archives does not occupy a separate building of its own. Efforts are being made to procure a building for housing the Archives. This is under consideration of Government.

Record Management: Karnataka Government Secretariat time-barred "C" collection files relating to the period 1957-69 were examined and 14 per cent of which were found fit for retention. The records are appraised on the basis of guidelines laid down by the Director, Karnataka State Archives.

Research and References: About 14 scholars availed themselves of the research facilities while 500 queries from private agencies/individuals were attended to. 53,528 and 1,298 records were requisitioned by Government agencies and research scholars respectively.

Reference Media: Six lists of Acts, Rules codes, eports etc. deposited in the Reference Library were listed.

Publication Programme: Under the project Karnataka Letters', Volume I 'Archival History of Mysore' s under print. It comprises the correspondence of ewan K. Sheshadri Iyer with contemporaneous Residents nd Assistant Residents. The work on next volumes omprising letters and papers of Dewan Krishna Murthy, ewan Madhavarao and Anandarao was carried out and s expected to be sent to the press. There is also a roposal to publish a collection of letters entitled Fort St. George Letters' to the Court of Directors, ondon 1791-92.

Preservation of Records: The bindery unit has een established and the preservation material purchased.

Photo-Duplication: The Department has its own icrofilming unit. But due to want of technical staff t was not possible to carry out any work during the eriod under review.

Library: During 1976-77 131 books were acquired

KERALA

Administration: No change in the administrative set up took place during the period under review.

Budget: For 1976-77 a sum of Rs.4,70,900 was spent against the budget provision of the equal amount on the non plan side and a sum of Rs.48,524 was spent out of the budget provision of Rs.1,02,000 on the plan side. For 1977-78 there is a provision of Rs.4,88,300 on the non plan side and Rs.1,00,000 on the plan side.

Building: The State Archives is now functioning in Government Buildings. There is a proposal for the construction of a modern Archives building in Trivandrum.

Record Management: In the Central Archives Trivandrum 25000 Huzur Office records of the former Travancore State (1060-1080 M.E) were listed and 2,300 Mathilakom Churunas, 12,000 volumes of registers and 2,000 bundles of High Court Judgments were re-arranged. No retention schedule has been formulated.

Research and Reference: 24 scholars availed themselves of the research facilities. Seven records were requisitioned by the Government agencies and 122 queries by private agencies were attended to.

Reference Media: Descriptive list of the records of the Huzur Office of the Former Princely State of Travancore for the years 1060-1080 M.E. was prepared. 3,412 gazettes and 370 registers were re-arranged.

Publication Programme: Preparation of the Archives Manual is in progress.

Preservation of Records: During the period under review 2603 sheets were repaired and 110 sheets guarded. 350 volumes 300 Government Gazettes and 1500 files were bound.

Photo-Duplication: The State Archives has no microfilming unit of its own.

Library: Nearly 246 books and publications were acquired.

Other Activities: In order to bring Archives nearer to public the Department participated in a number of exhibitions. (a) Record exhibition organised at Mattancherry in connection with the Konkini Bhasha Prachar Sabha. (b) Record exhibition organised at the Calicut University Campus in connection with the 37th Annual meeting of the Indian History Congress. (c) Exhibition organised in connection with the Centenary Celebration of the Maharaja College, Ernakulam.

MAHARASHTRA

Administration: The Directorate of Archives was separated from the Directorate of Archaeology and Museum with effect from April 1, 1976 and a full-time Director took over the latter in June 1977. The Government has accepted the proposal of the Director of Archives for a Unit headed by an Archivist for Record Management and necessary provision has been made in the current year's Budget. Formal orders from Government sanctioning the posts are however awaited. The Map Cataloguing Unit of the Bombay Archives started functioning from October 1, 1976 under the supervision of Assistant Archivist.

Budget: During 1976-77 a sum of Rs.7.70 lakhs was spent out of the budget provision of Rs.8.69 lakhs on the non-plan side, there was no provision on the plan side. For 1977-78 a budget provision of Rs. 10 lakhs was made on the non-plan side, no provision was made on the plan side.

Buildings: A new plot for the construction of the Archival building having been sanctioned, the Director of National Archives of India visited Bombay and advised them regarding the construction of the building.

Record Management: 1563 files of Urban Development, Public Health Department and General Administration Department were examined and about 2.68 per cent of the files were marked for retention. The Retention Schedule of the Secretariat Department is being followed.

Research and Reference: Seventy scholars availed themselves of the research facilities provided by the State Archives. 4,223 records were requisitioned by Government agencies while 4,552 records were requisitioned by research scholars.

Reference Media: Work of revising the old lists of records is in progress.

Publication Programme: The Directorate published "Manual of Office Procedure" in Marathi and the Descriptive Catalogue of papers selected for research is in the final stage of publication. Work on following publications is in progress (a) Collection of the documents of Maratha politics in North India (b) Descriptive Catalogue of records of Chhatrapati Shahu Maharaj 1884-1922 of Kolhapur (c) Documents on the 18th century social life (d) Hand Book to records in State Archives.

Preservation of Records: 2,629 sheets were repaired, 983 sheets guarded, 1081 volumes were bound and 989 volumes guilded.

Photo-Duplication: The State Archives has no microfilming unit of its own.

Library: During the period under review 549 publications were accessioned.

NAGALAND

Administration: There was no change in the administrative set up during 1976-77.

Budget: For 1976-77, a sum of Rs.13,500/- was spent against the non plan budget provision of Rs.12,000/-, and a sum of Rs.24,000/- out of Rs.50,000/- on the plan side.

Building: There is no separate building for Archives Branch.

Record Management: Some confidential records pertaining to Naga underground set up had been acquired, examined and indexed.

Research and Reference: The records having been thrown open for research purposes, two research scholars consulted the records during the period under review.

Reference Media: One Index in alphabatical order of the records has been prepared.

Publication Programme: There is no publication programme taken up yet.

Preservation of Records: No work was undertaken during the year under report.

Photo-Duplication: The State Archives has no microfilming unit of its own.

Library: There is no separate library in the State Archives.

ORISSA

Administration: There was no change in the administrative set up during 1976-77.

Budget: During the year 1976-77 a sum of Rs.1,11,819.71 was spent out of the budget provision of Rs.1,28,000.00 on the non plan side and a sum of Rs.1,02,147.45 was spent out of the budget provision of Rs.1,03,500.00 on the plan side. For 1977-78 a provision of Rs.1,51,000.00 was made on the non plan side and of Rs.86,000.00 on the plan side.

Building: The State Archives has its own building.

Record Management: The district and subordinate offices continued to send the lists of 'B' and 'C' class records to the State Archives for necessary scrutiny and selection. Retention Schedule is being followed while reviewing the papers.

Research and Reference: Nearly 53 research scholars availed themselves of the research facilities and 735 records were requisitioned by them.

Reference Media: Preparation of descriptive lists of Balasore Revenue Records 1831-60 was taken up and preparation of subject list of Board of Revenue Records continued.

Publication Programme: Work regarding printing of 'Guide to Orissa Records' Volume VI made steady progress and in this connection the relevant proof batches were also examined.

Preservation of Records: During the period under review, 52,705 sheets of records were flattened, 15,915 records and one map was repaired. 24,549 records were guarded and 116 books and volumes were bound.

Photo-Duplication: The State Archives has no microfilming unit of its own. Photo-duplication of records with the help of 35 m.m. cameras and photostat copies were done, whenever required.

Library: About 1165 books were acquired during the period under review and the sum of Rs. 10,000/- has been proposed for purchase of books.

Other Activities: On the occasion of the 45th Session of the Indian Historical Records Commission, Archival Records were exhibited at the University Campus of Mysore University.

PONDICHERRY

Administration: Archives remained under the Administrative control of Education Department.

Budget: For 1976-77 a sum of Rs 2 lakhs was provisioned on the plan side. There was however no provision on the non plan side.

Building: Archives is occupying a portion of Romain Rolland Library Building.

Record Management:
Research and Reference:
Reference Media:
Publication Programme:
Preservation of Records:

Archives is in the initial stage of reorganisation, hence work in this regard is not yet completed.

Photo-Duplication: State Archives does not possess Microfilming Unit of its own.

Library: No acquisitions were made during the period under review.

PUNJAB

Administration: The Punjab State Archives remained under the administrative control of the Secretary to Government Punjab, Education and Language Department.

Of the three schems viz. (i) Maintenance and Preservation of State Records at Divisional Level. (ii) Setting up of the Archival Museum of Documents connected with the Freedom Movement and (iii) Publication of Monographs on the history of Punjab, which were approved by the Government under the Fifth Five Year Plan, the requisite staff on the first two schemes has since been appointed. And the work relating to the second scheme has already been started.

Budget: For 1976-77 a sum of Rs. 3,45,868.09 was spent against the budget provision of Rs.3,44,000 on the non plan side and a sum of Rs.9,383.70 out of the budget provision of Rs.1,00,000 on the plan side. For 1977-78 a sum of Rs.3,44,000 is sanctioned on the non plan side and Rs.1,00,000 on the plan side.

Buildings: The State Archives has no building of its own and continues to be housed in palatial building of Baradari Garden, Patiala.

Record Management: 4,877 records of the erstwhile Patiala State, Finance Department and English Records of the erstwhile Kapurthala State were appraised, out of which 40 per cent were marked for retention. No Retention Schedule is followed while appraising the records.

Research and Reference: 32 research scholars availed themselves of the research facilities while 45 queries from research scholars were attended to. 36 records were requisitioned by the Government Department and 4062 records by research scholars.

Reference Media: 2465 files of erstwhile State records were listed, 2766 files/cases were indexed. 15891 files were arranged and 344 level cards were prepared. 391 manuscripts were catalogued in order to prepare a revised catalogue.

Publication Programme: No publication programme was under taken during the period under review.

Preservation of Records: 300416 sheets were flattened, 133562 sheets were repaired, 71435 sheets were guarded, 1785 volumes and books were bound and 2332 volumes fumigated. 6498 sheets were pasted and 3729 stitched.

Photo-Duplication: The State Archives has no microfilming unit of its own.

Library: During the period under review 244 books were acquired.

RAJASTHAN

Administration: There was no change in the administrative set up during 1976-77.

Budget: During 1976-77 a sum of Rs.6,03,110/- (Head Quarters) was spent out of a budget provision of Rs.6,83,000 on the non plan side and a sum of Rs.2,57,296/- was spent out of Rs.3,00,000/- provided on the plan side. During 1977-78 a sum of Rs.7,41,000/- (Head Quarters) has been provided on the non plan side and a sum of Rs.4,00,000/- on the plan side.

Building:- The Rajasthan State Archives has its own building. During the period under review another stack room as the basement was constructed.

Record Management: During 1976-77 the Department checked and arranged the Register series of Bikaner and Alwar States. And 80 per cent. of records were marked for retention. The Department consults its own weeding rules as well as the Rules framed by the record-creating agencies while appraising the records.

Research and Reference: 75 scholars availed themselves of the research facilities and 782 queries received from private agencies and individuals were attended to. 467 records and 5,000 (extracts) records were requisition by Government agencies and research scholars respectively.

Reference Media: One Descriptive List is in Press and 8 are under process.

Publication Programme: No publication programme was under taken during the period under review.

Preservation of Records: The Repair Unit repaired 3,25,381 documents during the year. Out of which 13,322 were guarded, 2,271 were stitched, 12,404 were flattend, 16,380 given minor repairs, 9,505 full pasted, 2,648 hand laminted, 8,433 given chiffon repair, 1,148 were bound and stiched, 11,225 Repairmise and 32 maps were repaired.

Photo-Duplication: The State Archives has its own Microfilming Unit. About 12,408 expoeures of microfilms were taken during the period under review.

Library: The Library Section has shifted to the new Library room.

Other Activities: This Department started the training programme. The first batch of the Decipherists of this Department were given a professional training on record management for two weeks during the month of November-December, 1976.

SIKKIM

Administration: The Deputy Director of Archives has been recently appointed to organise the State Archives from the very preliminary stage and the work has started. The Sikkim State Archives is under the administrative control of the Department of Cultural Affairs.

Budget: The budget provision for the year 1977-78 on the plan side is Rs.75,000/- for Archives and Museum.

Building: The Sikkim State Archives has no building of its own. The construction of an Archival building is under consideration.

Record Management:
Research and Reference:
Reference Media:
Publication Programme:
Preservation of Records:
Photo-Duplication:
Library:

The Archives is in a state of being organised, hence work in this regard is not yet undertaken.

TAMIL NADU

Administration: Consequent on the transfer of Thiru L.V.Vasagam, I.A.S., Thiru M.K. Gomathagavelu, I.A.S., assumed charge of the post of Commissioner of Archives and Historical Research, Tamil Nadu Archives on 9th July, 1976 (Forenoon) and continued in the post during the period under report. Thiru S. Singarajan, M.A., M.Litt., continued to be the Director of Archives and Thiru V.Kunhikannan Nair, continued to be the Assistant Director of Archives, Tamil Nadu Archives.

Proposals for (i) installation of Microfilm Unit in the Tamil Nadu Archives and (ii) imparting training in Record Management to the persons in-charge of record rooms of the various Government offices/Quasi Government offices etc. were also submitted to Government during the period under report.

Budget: For 1976-77 a sum of Rs.16,61,728/- was spent out of the budget provision of Rs.20,53,000/- on the non plan side. There was no provision made on the plan side. For 1977-78 a provision of Rs.14,44,000/- is made on the non plan side.

Buildings: The construction of additional building sanctioned by the Government for accommodating the Vaccum Fumigation Chamber and Lamination machine imported from U.S.A. has since been completed.

Record Management: There was no progress in this regard.

Research and Reference: 134 scholars availed themselves of the research facilities, 41,980 records by Government agencies and 14,981 records by research scholars were requisitioned, 944 queries from private agencies were attended to.

Reference Media: The proposal for the preparation of reference media has been approved by the Government and this is expected to be put through during this year.

Publication Programme: Indexes of Public and Judicial Departments, 1900-47 (the period earmarked for the publication of "Select Documents") were examined. The papers on the subject "Neill Statue Satyagraha" were examined and selected for publication. Another subject "Tinnevely Conspiracy, Tinnevely Riots and Ashe Murder Case" has also been selected for publication.

Preservation of Records: During 1976-77 1,42,061 sheets were repaired, 1,41,559 sheets were guarded and 2,640 volumes, books and registers were bound.

Photo-Duplication: The State Archives has no microfilming unit of its own.

Library: 621 books were acquired during the year under reference.

Other Activities: The Council of Historical Research for Tamil Nadu was reconstituted in June, 1976 by the Government of Tamil Nadu. A meeting of the reconstituted Council was held in November, 1976.

UTTAR PRADESH

Administration: The Office of the Uttar Pradesh State Archives is under the administrative control of the department of Cultural Affairs, Uttar Pradesh Government. The building for the Regional Archives, Nainital, is now available and this office will start functioning soon.

The total number of posts in the Uttar Pradesh State Archives on March 31, 1977 was 69.

Budget: For 1976-77 a sum of Rs.4,66,100/- was spent out of the budget provision of Rs.5,03,800/- on the non plan side and a sum of Rs.1,14,100/- out of the budget provision of Rs.1,27,000/- on the plan side was spent. For 1977-78 Rs.4,35,500 was provisioned on non plan side and Rs.2,00,000/- on the plan side.

Buildings: The Uttar Pradesh State Archives has its own building. There are proposals for the construction of two more storeys of the new muniment block in near future.

Record Management: Files of the various departments kept in the record rooms of the Uttar Pradesh Secretariat, Lucknow, were examined, listed and transferred for permanent preservation to the Uttar Pradesh State Archives in 2,921 bundles. 4 files relating to National movement were transferred to this office from the office of the District Judge Basti, 113 bundles belonging to Commissioner's Office Allahabad, were also transferred to the Regional Archives, Allahabad.

15,517 items were inventoried, 12,799 files and 6,702 volumes were restored properly after regular checking and verification.

Research and Reference: 148 Research Scholars consulted the records and 4,984 pages of excerpts taken by them from the records were released.

Reference Media: Lists of 24,009 files and 4 bundles of different departments were prepared.

Publication Programme: Two articles 'Records Management in Uttar Pradesh' and 'Development of Archives in pre-British Period' were published during the period under review.

Preservation of Records: About 14,723 sheets were flattened, 14,723 sheets repaired, 1,328 sheets guarded and 284 volumes, files and registers were bound.

Photo-Duplication: Enlargments of 1,515 documents were prepared.

Library: During 1976-77 2,006 books were received from various offices on exchange basis. 73 important books were purchased.

Training: A two week's training in Archives Keeping was imparted to 32 officials of various departments and offices of Government of Uttar Pradesh.

Other Activities:- During the period under review record rooms of the offices of the Commissioner, Varanasi; Collectorates of Varanasi, Ghazipur and Mirzapur were inspected.

Dr. Ahmed Talib Abrahim, Minister of Information and Cultural Affairs, Algeria, Dr. H. Boberach, Director, Federal Archives, West Germany, Mr. Martin Moir, Deputy Director, India office Library, London and Mr. L. Swith, Archivist from Hungary visited this office and studied its working. Dr. K.P. Srivastava, Director, Uttar Pradesh State Archives attended the VIIIth Session of the International Congress on Archives at Washington as one of the members of Indian delegation from Uttar Pradesh.

An exhibition of rare documents was organised by this office at the Begam Hazrat Mahal Park on the occasion of Lucknow Festival sponsored by the Department of Cultural Affairs, Government of Uttar Pradesh.

The State Archives received 24 important documents and collections of news bulletins of Azad Hind Army, as donation.

WEST BENGAL

Administration: There was no change in the administrative set up during 1976-77.

Budget: During the year under report there was no separate budget provision for the State Archives of West Bengal. The expenditure was met from the total grant allocated to the Education Department as a whole.

Building: The State Archives has a building of its own.

Record Management: During the period under report 15,715 files of the Home, Finance and Education Department were appraised and out of these 15,276 files were found fit for permanent retention. The retention schedule was followed while reviewing the files.

Research and Reference: 124 research scholars availed themselves of the research facilities. 165 queries on records from private agencies/individuals were attended to. 2,368 requisitions by Government agencies and 2,188 requisitions by research scholars were attended to.

Reference Media: The work of preparation of the Press Lists of the records of the Revenue Department from 1787 onwards and of the Board of Trade Commercial from 1777 onwards is in progress. In order to prepare Consolidated Index to the records of the post-Mutiny period, 423 index slips to the records of Home (Police) Department 1943 and 250 index slips to the records of Home (Press) Department 1945 were prepared.

Publication Programme: The Administrative Report of the State Archives of West Bengal, 1972-75 was published during the period under report. The type script of the Guide to the Records in the State Archives of West Bengal, Part I, 1758-1858 was sent to the press.

Preservation of Records: 37,525 brittle and damaged pages were repaired and 277 volumes were rebound. 1,300 maps were fumigated; and 350 files and 700 books were similarly treated in the paradichlorobenzene chamber.

Photo-Duplication: A microfilm camera with its accessories have been purchased in February, 1977. The microfilming unit of the State Archives is expected to be put into operation very soon. The proceedings volumes of the Judicial Department from 1876 to 1900 and of the General Department from 1859 to 1865 were microfilmed.

Library: 989 books were acquired during the period under review.

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